

**CITY OF TORRANCE, CALIFORNIA
NOTICE INVITING REQUEST FOR PROPOSALS (RFP)**

Notice is hereby given that sealed proposals will be received in the Office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until **2:00 p.m. on Thursday, September 6, 2012**. Please note there will be a Mandatory Pre-Proposal Conference on Thursday, August 30, 2012 at 10:00 PM at the Torrance Transit Administration Office, 20500 Madrona Avenue, Torrance, CA 90503.

An original and two (2) printed copies of each proposal must be submitted in a sealed envelope and clearly marked:

**Request for Proposal to Provide Personnel to Clean Buses for the City of Torrance
Transit Department (Torrance Transit System)
RFP B2012-33**

RFP Submittal Information packets are available for viewing and printing by prospective firms on the City's website at <http://transit.torranceca.gov/120.htm>.

An official Information Packet may be obtained at the Office of the City Clerk (310) 618-2870, City Hall, 3031 Torrance Boulevard, Torrance, California, for free if picked up at City Hall and upon payment of \$1.50 if requested by mail. Both amounts include tax. Neither amount is refundable. A prospective firm must provide the firm's name, address, telephone and fax numbers, a contact person and a valid email address. Addenda will be issued by email and posted on the Transit website noted above. Addenda will only be sent to those who provide the required information to the City Clerk. All Addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

If requesting any item(s) by mail, please send check to the following:

**CITY OF TORRANCE
OFFICE OF THE CITY CLERK
3031 TORRANCE BLVD
TORRANCE, CA 90503
ATTN: RFP B2012-33**

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received. The City reserves the right to reject any proposal not accompanied with all data or information required.

This Request for Proposals does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP document become the property of the City of Torrance.

For further information, contact Dana Rush at (310) 618-6268 in the Transit Department.